

ER 3-7582

MEMORANDUM FOR: Chief, General Services Office

SUBJECT : Transfer of FI Reproduction Activities to General Services Office

REFERENCE : Memo dtd 28 Jan 53 for DD/A fr C/OS, same subject

1. Your request for transfer of the reproduction facilities and the positions involved from the Deputy Director (Plans) area to the General Services Office is approved subject to the following conditions:

a. That the total Deputy Director (Plans) ceiling and table of organization are reduced by 17;

b. that the General Services Office's table of organization is increased by 19;

c. that the grades of the transferred and added positions are subject to Classification review along with the balance of the consolidated reproduction activities;

d. that although every effort shall be made to obviate the need for grade reductions of any of the employees involved no commitment shall be made.

2. The tentative on-duty ceiling for the General Services Office is increased to  positions, subject to reduction as the result of reorganization of the combined reproduction activities.

25X9

/S/

L. K. WHITE  
Acting Deputy Director  
(Administration)

SA/DDA:RSW:jeb  
1 Att - Ltrd in Ref  
cc: AD/P

Comptroller  
CAO/DDP  
Chief FI/ROM  
DD/A (2) chrono

subject "General Services--Reproduction"

NOTE: This memorandum rescinds one  
dtd 14 Feb to same addressee  
fr ADD/A, same subject  
(ER 3-6803a)